

# Commercial Suite # Application

For commercial buildings to add, change or retire suite numbers

## City of Tigard

Development Engineering  
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### FOR OFFICE USE ONLY

Received: Date/By

System Updated: Date/By

Customer Notified: Date/By

### Site Information

Building Name (i.e. Park 217, Lincoln Center One):

Building Address (i.e. 9996 SW Misty Way):

### Contact Information

Property Management Company:

Contact Person:

Phone:

Fax:

E-mail address:

Preferred method of contact:

### Required:

**Attach Suite Layout Map with current suite numbers.**

**Indicate where:**

- New suites are located
- Suites to be retired are located
- Suites to be re-activated are located

Suite #(s) to be retired (no fee):

Suite #(s) to be re-activated (no fee):

### FEES

How many new suites?

Fee= \$50 per suite

**X \$50.00**

**Total Due**

### FOR OFFICE USE ONLY

Amount Paid:

Suite #s Assigned:

For questions, please contact Bethany Stewart at 503-718-2459.